



**City of Santa Barbara Department of Parks and Recreation
Invites Applicants for After School Opportunities for Kids (A-OK) and
Recreation After School (RAP) Program Leaders
Some assignments begin in July 2012; all others in August 2012
Open until filled**

DEFINITION: Under the direction of the A-OK Site Coordinator for Santa Barbara Unified School district or RAP Site Director for City Parks and Recreation, the Program Leader supervises a group of 15–20 students, assisting with homework help and providing enrichment activities. Program Leaders plan and deliver curricula, considers age level developmental needs and interests, is a positive role model for students, supports students to experience a variety of learning opportunities, and creates a positive environment for learning and enrichment with a goal of 100% participation.

NOTE: State law requires that applicant selected for the position must complete fingerprint process to check for or verify conviction record. A record of conviction will not automatically disqualify you from employment, but failure to list convictions may result in disqualification or dismissal.

EXAMPLE OF DUTIES:

1. Conducts a group homework session
2. Responsible for supervision transitions between activities and for leading a daily activity
3. Responsible for inventory and orderliness of equipment/supplies storage areas
4. Works with the site coordinator/director and other staff to plan and implement the program to best meet the needs of students at specific age levels.
5. May accompany children on bus to other sites or on field trips.
6. Prepares the room or space; has all supplies ready for the program prior to start
7. Keeps attendance records as required
8. Involves students in picking up materials and straightening the room or area at end of day
9. Checks to be sure the environment is safe, clean, and ready for activities.

OTHER INFORMATION

1. Be familiar with and uphold school and City behavior policies and safety procedures
2. Attend all staff meetings, training and workshops
3. Assist other program staff on special events
4. Perform other duties as assigned
5. Apply by completing an Hourly Employment Application by using the following the link <http://www.santabarbaraca.gov/Government/Jobs/Hourly/> or stop by the Carrillo Recreation Center located at 100 East Carrillo St. between 9:00 am and 5:00 pm to complete an application in person.
6. Rate of Pay is \$11:00 - \$13.00 per hour DOE